



UNITED STATES MARINE CORPS

COMPANY I
MARINE CRYPTOLOGIC SUPPORT BATTALION
NAVAL SECURITY GROUP ACTIVITY KUNIA
SCHOFIELD BARRACKS, HAWAII 96857-5300

IN REPLY REFER

1320

SEM

DD MMM YY

From: Commanding Officer

To: Lance Corporal Marine, I.M. 000 00 0000/26XX USMC

Subj: **WELCOME ABOARD**

1. Welcome Aboard! We have received notification of your orders to join Company I, Marine Cryptologic Support Battalion, Kunia, Hawaii. I wish to take this opportunity to welcome you to our Command. Whether you've visited Hawaii before or not, I think you'll be pleasantly surprised and will enjoy your tour of duty here. Your new command address will be **Company I, Marine Cryptologic Support Battalion, NSGA Kunia, Schofield Barracks, HI 96857-5300**. Until you have a permanent Hawaii address, use the Command address to forward important mail only.

2. We request that you immediately inform this command of any changes to your orders, your leave address or telephone number. Attached is a "**Sponsorship Request Questionnaire**" which you should complete and forward to Company I as soon as possible. This questionnaire requests information vital in arranging transportation from Honolulu Airport to your temporary lodging accommodations and for making check-in appointments. It is very important that we receive this soonest.

3. I encourage you to visit the nearest Family Service Center on your base to receive additional information and assistance with your PCS move. The Relocation Assistance Program (RAP) is designed to provide assistance to all service members and their families who are relocating from one duty station to another. A highlight of the program is the computerized data system that contains current information on all military installations worldwide. Known as the Standard Information Topic Exchange Service (SITES), this system provides extremely useful information in planning your move.

4. Personal records, which you should have in your possession while en route include: Service Record Book (SRB); dental and health records; original orders with all endorsements and modifications. You are also required to bring your full uniform issue for duty at Company I. You are required to check-in in the Service Alpha uniform.

5. Kunia is located between Schofield Barracks and Wheeler Army Air Field, near the center of the island. This very convenient location

is far enough away from the heavy Honolulu traffic, but still close enough to enjoy the city during leave and liberty. Your billeting will be on Ford Island. Naval Security Group Activity Kunia operates a shuttle bus from Ford Island daily.

6. You will be given a "Welcome Aboard" package for you to review. This package should provide answers to most of your immediate questions. Take the time to read it carefully. Your sponsor can answer any questions not covered in this package. If for any reason you don't get an answer to a question or you have a special situation not covered by the information provided, call the Company I Administrative Section at: (DSN) 455-3176/78, (Comm) (808) 655-3176/78. I have attached a list of "Things to Expect" while in Hawaii. This list covers general hints and information to help you make your transition to island life a little easier. Please take note of those items, which you can take care of before you arrive (i.e. car insurance, school records, shots, etc.). Having these things completed before you transfer will be just one less thing to be concerned with upon arrival.

7. Once again I want to welcome you to our Company. You can expect a professional, helpful attitude of all the Marines and other service members assigned at Kunia. If you have any questions concerning your move don't hesitate to call the Company Administrative Staff for answers. Semper Fi!

MARK S. SANCHEZ

Copy to:
SNM
Files